



UNITED STATES EMBASSY OTTAWA, CANADA
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Current Status: **PUBLISHED**

Location: TORONTO, CANADA

RESIDENT ADMINISTRATIVE MANAGER

VACANCY NUMBER: 07-08/06-57R

Today is Friday, March 09, 2007

OPEN TO: U.S. Citizens - Only

POSITION: Resident Administrative Manager **Grade:** FSN-7, GS-7

OPENING DATE: Wednesday, February 28, 2007

CLOSING DATE: Tuesday, March 13, 2007

WORK HOURS: Full-time, 40 hours per week

SALARY: Not Ordinarily Resident: GS-7: U.S. \$31,740 p.a. (Starting Salary)
(with promotion potential to GS-9)

Ordinarily Resident: FSN-7: C\$42,515 p.a. (Starting Salary)

LENGTH OF HIRE: U.S. Citizen Eligible Family Member (AEFM) - Indefinite
Resident U.S. Citizen - Two-year Term

NOTE: **U.S. Citizen Eligible Family Members (Appointment Eligible Family Members (AEFM)), Eligible Family Members (EFMs), Members of Household (MOHs) of U.S. Government employees assigned to the Mission under Chief of Mission Authority, and Resident U.S. Citizens, as defined on page three, are eligible for consideration for this position.**

All Ordinarily-Resident (OR) applicants must have the required Work and/or Residency Permits to be eligible for consideration.

The U.S. Consulate General in TORONTO is seeking an AEFM or Resident U.S. Citizen for employment in CANADA for the position of Resident Administrative Manager in the Toronto Resident Office of the U.S. Secret Service .

BASIC FUNCTION OF POSITION

The incumbent will perform a variety of functions for the Resident Office, including financial management, procurement, property management , and equipment inventory as well as protective and investigative support. S/He will manage the financial and cash management programs, coordinate with the Embassy, Field Office, and Headquarters on

complex problems and propose solutions.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1. Education:** A high school diploma is required.
- 2. Experience:** A minimum of three years of work experience in an administrative field is required.
- 3. Language:** Level 4 (Fluent) speaking/reading/writing English is required.
- 4. Knowledge:** Must have standard knowledge of regulations, guidelines, procedures, and local Consulate General practices and customs.
- 5. Skills and Abilities:** Knowledge and experience with computer programs to include Microsoft Word and Excel is required.
- 6. Interpersonal Skills:** Must be able to utilize tact and good judgment in dealing with officials and the general public in a polite and professional manner.

SELECTION PROCESS

When equally qualified, U.S. Citizen Eligible Family Members and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

Candidates for employment are hired at the first step of the grade of this position.

If there are no qualified candidates at the stated grade level, the candidate may be hired at a lower level or the position may be re-advertised.

ADDITIONAL SELECTION CRITERIA

Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

Current employees serving a probationary period are not eligible to apply.

Currently-employed AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

Currently-employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

Candidates must have standard knowledge of financial and cash management policies and principles of Department of State, inventory management systems, and standardized government travel policies.

Candidates must be able to obtain and hold a Top Secret security clearance for this position. The security investigation will be conducted by the U.S. Secret Service. The U.S. Secret Service will grant the clearance and update it as required.

The selected candidate must submit to a drug test.

TO APPLY

Interested applicants for this position should submit the following:

1. Application for Federal Employment (SF-171);
(Access to SF-171:
http://ottawa.usembassy.gov/content/embconsul/hr_formSF171.pdf)
or
2. A current resume or curriculum vitae, may be accompanied by an Optional Application for Federal Employment form (OF-612); (Access to OF-612:
http://ottawa.usembassy.gov/content/embconsul/hr_formOF612.pdf)
plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Report of Separation from the Armed Forces of the U.S. (Form DD-214) with their applications.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION Management Office/HR

TO: U. S. Consulate General
360 University Ave.
Toronto Ontario
M5G 1S4

E-Mail Address: TRTHR@state.gov

POINT OF CONTACT: Management Office/HR
Phone:

DEFINITIONS

Eligible Family Members (EFM): Family Members who meet the criteria of 6 FAM 111.3 and who are listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority.

U.S. Citizen Eligible Family Members, Appointment Eligible Family Members (AEFM),: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- U.S. citizen;
- Spouse or child as referred to in 6 FAM 111.3-1 paragraph (1) and who is at least age 18;
- Listed on travel orders of a foreign or civil or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority;
- Is resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad.
- Does not receive a USG annuity or pension based on a career in the U.S. Civil or Foreign services.

EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM

authority who do not meet the definition of AEFM above.

Member of Household (MOH): A person who: 1) has accompanied, but is NOT on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the employee.

Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.

Not-ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMS of FS, GS, and uniform service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: TUESDAY, MARCH 13, 2007

The U.S. Mission in Canada provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

APPROVAL INFORMATION

Vacancy Number: 07-08/06-57R

Position Number: NUSS-04

Post: TORONTO

Date: March 9, 2007

Title: Resident Administrative Manager

Prepared by:lori

Clearance 1: Andrew Orringer, USSS Attaché, Ottawa

Signatures: _____ Date: _____

Clearance 2: Sultana Varvarousis, Deputy Human Resources Officer

Signatures: _____ Date: _____

Vacancy Remarks (if any):

(Note: Vacancy Remarks will not be published on the announcement)

Close